



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana State Personnel Department		<b>BU:</b> 0070
<b>Division:</b> Talent Acquisition Division	<b>Section/District:</b>	
<b>Job Title:</b> Governor's Summer Intern - SPD Human Resources		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b> SPD Human Resources (ID 587694)		
<b>Reports To:</b> Human Resources Generalist 1		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b> Summer 2014

### **Purpose of Position/Summary:**

The Governor's Summer Intern will rotate among various divisions with the Indiana State Personnel Department and will be introduced to Human Resources as it relates to the specific disciplines of Talent Acquisition, Compensation, Benefits, Employee Relations, and Employee Engagement/Training. This internship is structured to provide college students with real-world work experience in a professional environment within their chosen degree program to enhance marketability upon graduation.

### **Essential Duties/Responsibilities:**

Intern will spend time job shadowing the following human resource specialist areas: Compensation and Organizational Design, Benefits Administration, and Employee Relations to gain a better understanding of each division prior to the start of the rotation. Intern will spend at least two weeks job shadowing and will be tasked with responsibilities and projects related to Talent Acquisition and will then rotate into various agencies working on tasks/projects with our SPD HR Generalists.

Examples of past intern projects include the following:

- Intern blog and assistance with social media as it pertains to Talent Acquisition
- You Tube video based on internship for use as a marketing tool for future internships
- 'Niche' Sourcing Techniques – Research how other states and companies recruit specific hard-to-fill and contact organizations that can supply interested candidates
- Assist the State Personnel Department with the coordination of the Indiana Black Expo and participate as needed during the IBE Employment Opportunity Fair.
- Assist with applicant screening, background checks, offer letters, and agency questions regarding the employment process
- Devise, present and implement a tracking system for Family Medical Leave and Workers Compensation
- Research and present employee Well-Being Program
- Succession Planning
- Assist with behind-the-scenes preparation for Performance Management

### **Job Requirements:**

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The ideal candidate for this internship will be a student majoring in Human Resources, Business Management, Organizational Development/Leadership, or a related area. This should be listed in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Additional preferred knowledge, skills, and abilities:

- Knowledge of the principles, laws, regulations, theories and practices of human resources management and administration;
- Knowledge of the agency mission and administrative policies;

- Knowledge of specific human resources programs such as: FMLA, disability and workers' compensation programs, ADA, and intern relations;
- Knowledge of agency programs, structure and staffing;
- Working knowledge of computer and software programs and the ability to utilize these skills in the completion of job duties;
- Excellent oral and written communication skills;
- Excellent problem solving and analytical skills;
- Ability to research and document findings;
- Ability to effectively prioritize a variety of projects/functions;
- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain confidentiality;
- Ability to successfully negotiate resolutions to complex problems or situations;
- Ability to work independently;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to plan and organize the work of other interns.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

Intern utilizes numerous guidelines (including statutes, promulgated rules, policies, procedures, practices, precedents, workforce planning, and problem solving) in performing a variety of human resources functions. Extensive judgment must be used in interpreting and applying the guidelines involved to program goals, objectives and complicated human resources issues. The job is very complex, involving changing departmental programs, the development of new personnel programs with an emphasis on improved efficiency and productivity. Intern must work under short time constraints for recommendations.

**Responsibility:**

Intern works under the supervision of a HR Team following general objectives and functions as an expert on human resources operations, needs and issues relative to assigned agency. Recommendations and decisions formulated by intern can have a significant impact within assigned agency and across the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set. Non-routine work assignments are reviewed upon conclusion for compliance with agency/state missions and objectives.

**Personal Work Relationships:**

Works with State Personnel Department and assigned agency management, appointing authority, department heads, outside agency officials and the general public to gain support of and to properly implement personnel policies.

**Physical Effort:**

N/A

**Working Conditions:**

Office Setting